
TK20 User's Manual

Field Experiences for
Student-Teachers

Prepared January 2015

Contents

Click the Topic



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1. TK20 Login

First, login to My Northwest. (<https://my.nwmissouri.edu/cp/home/displaylogin>). If you encounter problems while logging into the system, contact IT department at 660-562-1634.

Click on the TK20 logo on the right side of the page. It is shaped like an apple.

myNORTHWEST

Personalize Site Map | **Add Content** | **Welcome Michael McBride**
You are currently logged in.
August 23, 2013

Maryville Weather:
Fair, 72° F ☀

Navigation: Home X | CatPAWS | Residence Halls | Student Life | Student Services | Strategic Planning | Campus Connections | Human Resources | Library | Campus Services | Campus Activities | My Tab | myNorthwest Tutorial | Apps | Add a Tab

Campus-Wide Announcements
There are no announcements

Personal & Group Announcements
[A/P Council Meetings](#)

Northwest Flickr

www.nwmissouri.edu
1 of 500 | 0:00 | 3 records | go to photo #1

Bearcat Alert Text Messaging
[Bearcat Alert Enrollment](#)
Get Emergency Alerts and other Campus Information sent via e-mail and text messages to your cell phone, wireless PDA or pager.
The cell number you enter is NOT entered into Banner, and will not be visible to Banner users. It is used ONLY for Bearcat Alert.

Daily Northwest Events
Aug 2013
23 Friday
All Day **Bearcat Marching Band Pre-Season Practice Camp**
Olive DeLuca Fine Arts Building
Members of the Fall 2013 Bearcat Marching Band will gather to rehearse for the start of the upcoming season. For members (new and returning), your...
205 Views updated 30 d ago
[Department Planning/Development](#)
151 Views updated 553 d ago
[Missouri Academy Second-Year students move-in](#)
117 Views posted 225 d ago
Continued... [Online Verification Available](#)
241 Views posted 146 d ago
[Student Payday](#)
203 Views posted 128 d ago
8:00 am **Advantage**
Today's events include Freshman Seminar and library tours. This evening, students are invited to "Can I Kiss Your?" at 6 and 8 p.m. at the Ron...
362 Views updated 23 d ago
8:00 am **Textbook Pickup**
Students may pick up their textbooks from 8 a.m. to 4 p.m. in The Station. Be sure to verify online before picking up textbooks.
185 Views updated 22 d ago
9:00 am **Upperclassmen Move-In**
Upperclass residence halls. Upperclassmen may begin moving in and continue through the weekend.
230 Views updated 97 d ago
3:00 pm **Choir auditions (Tower Choir and NW Madraliers/Celebration)**
Olive DeLuca Fine Arts Building
Preliminary auditions

Quick Links
Top myNorthwest Links
[Student Employment](#)
[Employment Opportunities](#)
[Parking Lots](#)
[Final Exam Schedule](#)
[Student Evaluations of Teacher Behavior](#)
Click below for more links.
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#)
[U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

myNorthwest Classifieds - Newest Items
Recent Classified Ads

Classified Ad	Category	Posted Date
Looking for roommate for spring semester	Housing	2013-08-22 17:11:30
Table	Furniture	2013-08-22 14:13:49
Old TV	Appliances	2013-08-22 08:31:32

(More...)
▶ [View All Classified Ads \(8\)](#).
Browse the ads to find what you are looking for or create your own ad.
Tip: Have some extra textbooks, post them up here if the Bookstore won't buy them back.

Shoutbox
Shout out!
Elizabeth Holmes:
Looking for a third roommate for the fall or spring semester?? \$250 a month rent

Click on the TK20 logo once more

myNORTHWEST


[Back to Home Tab](#) [eCompanion eCourse](#) [Web Outlook](#) [Directory](#) [Pay Bill](#) [TK20](#) [University Calendar](#) [Groups](#) [Logout](#) [Help](#)

TK20 Assessment System

Next Stop, Tk20!

You are almost ready to access the data management system that is helping education students and faculty organize, store and score their work.

For faculty members, university supervisors and students who have already purchased a Tk20 subscription, please click this logo:

 **Tk20**
TK20 Login

Students Purchasing Tk20

If you are a student who needs to purchase a Tk20 subscription, please follow these instructions:

1. Click on the Tk20 logo above
2. On the following error page, click on the link titled "register or purchase new account"
3. When prompted for your "username", enter your 919 number
4. If you have purchased a Tk20 booklet at the bookstore, enter the code provided in the booklet
5. If you would like to purchase your subscription online, enter your credit card information

NOTE: After logging into Tk20 for the first time all users will be locked out of the system for 48 hours while their information is confirmed. This period will last longer if incorrect information has been input by the user.

Please contact Tk20@nwmissouri.edu with problems related to purchasing your subscription.

University Supervisors Who Cannot Login to Tk20

If you are a university supervisor who has been able to login to myNorthwest but cannot login to Tk20 by clicking on the above logo, please request assistance at Tk20@nwmissouri.edu

Learn to Use Tk20

For more information and updates about Tk20, along with training resources explaining how to use every facet of Tk20, please view out update site here:

<http://www.nwmissouri.edu/dept/peu/tess/tk20/index.htm>

Also, Tk20 has provided tutorials that users may find useful here:

[Faculty Tutorials](#)
[Student Tutorials](#)

2. Field Experience Binder


You will receive a binder for each student teaching placement. This placement binder will include two items for you to complete: Student Teaching Schedule and Information Form and Demographic Form. The Student Teaching Schedule and Information Form includes information on your daily schedule and is used by your University Supervisor to determine when to observe you. It also includes information necessary to recommend you for certification. The Demographic Form will include data from your classroom that is also needed in your MoPTA Task 1.

In addition to each placement binder, you will receive a final binder near the end of the semester. The only assignment included in the final binder will be a Disposition Assessment, which you will use to assess yourself according to different types of professional behavior and attitudes that you exhibited.

Binders are a shared space on Tk20, where University Supervisors, Cooperating Teachers and Content Supervisors (if applicable) assess your skills as a student teacher. These assessors complete formative, summative and disposition assessments on you. These assessments can be viewed by you at any time by clicking into a binder and clicking on the tab titled “assessments”. In like manner, these supervisors can also view anything that you upload to your field experience binders.

Click on the “Field Experience” tab to see links to your binders.

Field Experiences

	Name	Start Date	Due Date	Status	Sent By	Placement
	DRAFT Spring 2015 FE Binder	01/09/2015 02:16 PM	01/23/2015 06:00 PM	Open For Editing	McBride, Michael	Cooperating Teacher: Boynton, Amy University Supervisor: Miller, Vickie Content Supervisor: Hullinger, Kimberly

The red flag indicates a pending binder. Click on the name of the binder to access the assignments.

Pandora Radio - Listen << x Northwest Missouri State: x CampusTools HigherEd x

https://tk20.nwmissouri.edu/campustoolshighered/k12_coursebindersAction.do?action=portfolios&-28092e3a354c447514ad058152b-7ffd=com.tk20.webtier. Help Logout

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Home Applications Courses Artifacts Portfolios Field Experience

Field Experience << Edit DRAFT Spring 2015 FE Binder

Field Experience
Inbox

Save Draft Submit Cancel without Saving

DRAFT Spring 2015 FE Binder Student Teaching Schedule and Information Form Demographic Form Assessment Standards Feedback

DRAFT Spring 2015 FE Binder

Field Experience Name	DRAFT Spring 2015 FE Binder
Description	
Start Date	01/09/2015 02:16 PM
Due Date	01/23/2015 06:00 PM

Click on the appropriate tabs to access your binder assignments. Please complete your "Student Teaching Schedule and Information Form" and "Demographic Form" within the first five days of receiving the binder. We will walk you through the steps to submit both of these items. To begin, click on "Student Teaching Schedule and Information Form" tab.

Phone
Site Type

Save Draft Submit Cancel without Saving

Current Date and Time: 01/09/2015 02:34:33 PM Powered by Tk20 HigherEd Version: 7.2.0_830_80

HINT: You can click on the tab titled "Assessment" to view assessment results completed by your supervisor and teachers. Ignore the tabs titled "Standards", "Extensions" and "Feedback".

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https://tk20.nwmissouri.edu/campustoolshighered/k12_portfolios_viewnoneditableportfolio_body.do

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Help Logout

Tk20

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Field Experience << Edit DRAFT Spring 2015 FE Binder

Field Experience

Inbox

Save Draft Submit Discard Changes Draft autosaved at 2:35 PM

DRAFT Spring 2015 FE Binder Student Teaching Schedule and Information Form Demographic Form Assessment Standards Feedback

Student Teaching Schedule and Information Form

Instructions

This form is required for Northwest to recommend students for certification.

Attachment(s):

Student Teaching Schedule and Information Form Edited 1-9-15

Select

Standard(s)

Not Submitted

Additional Attachments:

Select

Save Draft Submit Discard Changes Draft autosaved at 2:35 PM

To attach your Student Teaching Schedule and Information Form, click on "Select".

P Pandora Radio - Listen < x N Northwest Missouri State < x CampusTools HigherEd < x

https://tk20.nwmissouri.edu/campustoolshighered/k12_portfolios_viewnoneditableportfoliotabs_body.do?action=createartifact&placeholderPk=-28092e3a354

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Home

Field Experience

Field Experience

Field Experience

Create Student Teaching Schedule and Information Form Edited 1-9-15

Create Student Teaching Schedule and Information Form Edited 1-9-15

Directions: This is a compulsory report. The student teacher must complete this form early on during each student teaching placement.

Basic Information

Title*

Student Teaching Schedule and Information Form Edited 1-9-15 1

Description

Student Teaching Schedule and Information Form

Please indicate all grade levels taught during this placement. (Choose all that apply).*

Please list all subjects taught during this placement. (NOTE: For elementary subjects taught, please type "Elementary").*

Cooperating Teacher Email Address:*

Address while student teaching:*

Pre-K Kindergarten First grade Second grade Third grade Fourth grade Fifth grade Sixth grade Seventh grade Eighth grade Ninth grade Tenth Grade Eleventh Grade Twelfth Grade K-12


Rich Text Formatting

This is the Student Teaching Schedule and Information Form. Please do as best as you can to input information in this template. If you need to upload additional data, you can use a "select" button at the bottom of the template to upload an additional file. When done, click "Add" and then "save draft" on the next page.

3. Demographic Form

Click on "Field Experience" tab

The screenshot shows a web browser window with the URL https://tk20.nwmissouri.edu/campustoolshighered/k12_placement_fieldexperiencebrowse_menu.do?topmenu=true&autoSave=true. The page features a navigation bar with tabs: Home, Applications, Courses, Artifacts, Portfolios, and Field Experience. The Field Experience tab is selected. On the left, there is a sidebar with a "Field Experience" link and an "Inbox" icon. The main content area is titled "Field Experiences" and contains a table with the following data:

	Name	Start Date	Due Date	Status	Sent By	Placement
	DRAFT_Spring_2015_FE_Binder	01/09/2015 02:16 PM	01/23/2015 06:00 PM	Open For Editing	McBride, Michael	Cooperating Teacher: Boynton, Amy University Supervisor: Miller, Vickie Content Supervisor: Hullinger, Kimberly

The red flag indicates the pending assignment. Click on the link.

P Pandora Radio - Listen << x N Northwest Missouri State << x CampusTools HigherEd << x

https://tk20.nwmissouri.edu/campustoolshighered/k12_coursebindersAction.do?action=portfolios&-28092e3a354c447514ad058152b-7ffd=com.tk20.webtier. Help Logout

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Home Applications Courses Artifacts Portfolios Field Experience

Field Experience << Edit DRAFT Spring 2015 FE Binder

Field Experience
Inbox

Save Draft Submit Cancel without Saving

Click "Demographic Form"

DRAFT Spring 2015 FE Binder Student Teaching Schedule and Information Form Demographic Form Assessment Standards Feedback

DRAFT Spring 2015 FE Binder

Field Experience Name	DRAFT Spring 2015 FE Binder
Description	
Start Date	01/09/2015 02:16 PM
Due Date	01/23/2015 06:00 PM

Site information

Name	Smithville Upper Elem.
Site ID	4040024-087
Address1	
Address2	
District	Smithville
City	
State	
Zip	
Phone	
Site Type	

Save Draft Submit Cancel without Saving

Pandora Radio - Listen << x N Northwest Missouri State: x CampusTools HigherEd x

← → ↻ https://tk20.nwmissouri.edu/campustoolshighered/k12_portfolios_viewnoneditableportfolio_body.do ☆ ☰

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Tk20™

Home Applications Courses Artifacts Portfolios Field Experience

Field Experience <<

Field Experience

Inbox

Save Draft Submit Discard Changes Draft autosaved at 2:41 PM

Edit DRAFT Spring 2015 FE Binder

DRAFT Spring 2015 FE Binder Student Teaching Schedule and Information Form Demographic Form Assessment Standards Feedback

Demographic Form

▼ **Instructions**
This information will be used to build into Task 1 of your MoPTA portfolio.

Attachment(s):
Field Experience Learning Context Demographic Verification Form Revised 1-21-14: Standard(s)
Not Submitted

Additional Attachments:

Save Draft Submit Discard Changes Draft autosaved at 2:41 PM

Click "select".

Pandora Radio - Listen: x Northwest Missouri State: x CampusTools HigherEd: x

https://tk20.nwmissouri.edu/campustoolshighered/k12_portfolios_viewnoneditableportfoliotabs_body.do?action=createartifact&placeholderPk=-28092e3a354

Home

Field Experience Learning Context Demographic Verification Form Revised 1-21-14

Create Field Experience Learning Context Demographic Verification Form Revised 1-21-14

The following Learning Context Demographic Verification Form should be completed by student teachers. This data should be collected according to the demographics in their classrooms if at all possible. The student teacher is required to complete this form with assistance from the classroom teacher (Classroom teachers should have all of this data except the % of free and reduced lunch. This information may have to be obtained from the school office. The office legally will only be able to give out the %. With the emphasis on differentiated learning in our schools today, ALL classroom teachers should be aware of these demographics including the % of students they are teaching that live in poverty.) This is separate from the 30 hours of diversity required by the Teacher Education program. Where the form requests "Title" please type your name followed by "Demographic Form"

Basic Information

Title* Field Experience Learning Context Demographic Verification Form Revised 1-21-14 1

Description

Field Experience Learning Context Demographic Verification Form Revised 1-21-14

Name: [Redacted]

919# [Redacted]

Date* Choose date

Certification Area(s)*

School District Name:*

School Building Name: *

Coteaching Placement? ☐ Yes ☐ No

Total number of students enrolled in the building.

Total number of students enrolled in your grade level or assigned classes. *

Base the following on your grade level or classes you will be teaching:

% Latino 0

% Black 0

% American Indian or Alaska Native: 0

% Asian: 0

Fill in the form. The asterisks (*) indicate which fields are mandatory.

You can upload a file for additional data. This is optional.

Scroll down to fill out the complete form. Then click "Add" button.

*HINT: This will return you to the binder homepage. Click "Save Draft" on this page once you have uploaded each file. Do not click "Submit" until all of your work is uploaded to each binder.

4. Contact Information

First step:

If you have a question about Tk20 or student teaching, ask your University Supervisor first.

Second step:

Consult Tk20 Information website (for Student-Teachers):
<http://www.nwmissouri.edu/dept/peu/tess/tk20/faq.htm>

Third step:

Contact us using the Tk20 email account: tk20@nwmissouri.edu

Fourth step:

Finally, if no answer is heard back within two days, contact Mike McBride directly at mam77@nwmissouri.edu or 660-562-1089.